



Transportation Services Activity Trip Request

Mailing Address: 3222 Winona Way, North Highlands, CA 95660
 Physical Address: 1400B Grand Avenue, Sacramento, CA 95838
 (916) 263-6315 – Fax: (916) 263-6522

DATE OF TRANSPORTATION REQUEST:

REQUESTING SITE/DEPARTMENT

TRIP DATE(S) TO TRIP DAY(S) MON TUE WED THUR FRI SAT SUN

NAME OF PERSON MAKING REQUEST
 Contact Phone:
 Cell Phone
 Email Address

NAME OF CONTACT PERSON
 Contact Phone:
 Cell Phone:
 Email Address

REQUESTOR MUST HAVE A CONFIRMATION PRIOR TO TRIP. PLEASE CAREFULLY REVIEW TRANSPORTATION GUIDELINES ON THE BACK OF THIS FORM.

No. of Vehicles <input type="text"/>	Bus Type <input type="text"/>	Total Passengers <input type="text"/>	Number of Students <input type="text"/>	Number of Adults <input type="text"/>
	SCHOOL BUS	Reason for Charter Bus Service: <input type="text"/>		
	CHARTER BUS SERVICE	<input type="text"/>		

DESTINATION:
 ADDRESS:
 CITY & ZIP

SITE LOAD TIME

SITE DEPARTURE TIME

DESTINATION ARRIVAL TIME

RETURN DEPARTURE TIME

SCHOOL ARRIVAL TIME

EVENT TYPE (CHECK ONE)	DESCRIPTION
<input type="checkbox"/> SPORTS (FOOTBALL, SOCCER, ETC.)	<input type="text"/>
<input type="checkbox"/> MUSIC	<input type="text"/>
<input type="checkbox"/> EDUCATIONAL	<input type="text"/>
<input type="checkbox"/> OTHER: NON EDUCATIONAL	<input type="text"/>

Note: If your event time is TBA, YOU MUST CONTACT THE Field Trip Coordinator (916) 275-0430 OR (916) 263-6315 24-hours BEFORE your trip is scheduled to depart with the actual time of departure.

SPECIAL INSTRUCTIONS

LUNCH STOP YES NO (If yes, indicate where)
 DINNER STOP YES NO (If yes, indicate where)

SUV/VAN VEHICLE RENTAL

Importation Notation: The driver of the SUV/VAN Vehicle Rental must be 25 years of age or older.

QTY.	ENTERPRISE RENTAL VEHICLES (check appropriate)		Note: Rental vehicles must be returned to the Transportation Yard with a full tank and on the date scheduled. The Transportation Fueling Station should be used to fuel rental vehicles whenever possible. Special fuel codes are used to track the fuel used in rental vehicles and billed to the appropriate budget code. The driver should see Transportation Shop Personnel for assistance or refer to the instructions in their packet given to them when the vehicle is picked up or dropped off. Note: VAN/SUV drivers must be employed by the district and present a valid California Driver's License.
	SUV (Large) 7 passenger plus driver	\$98.99	
	SUV (Medium) 6 passenger plus driver	\$71.99	
	VAM (Mini) 6 passenger plus driver	\$64.99	

For Rental Vehicles, please list name of designated driver of each Rental Vehicle you are requesting. Each driver MUST BE ON THE DMV AUTHORIZED LIST housed in the TRUSD Transportation Department. IF THE DRIVER IS NOT ON THE LIST, the driver must contact Transportation Services for authorization and provide a current and original H-6 print-out from the Department of Motor Vehicles, copy of a valid California Drivers License, and a copy of personal insurance showing limits of liability.

NO UNAUTHORIZED PASSENGERS ALLOWED

Driver 1: <input type="text"/>	Driver 3: <input type="text"/>
Driver 2: <input type="text"/>	Driver 4: <input type="text"/>

SEND BILL TO:

BUDGET CODE:

Please assign appropriate budget code for billing purposes. If "non-district" event, please designate person and/or company to be billed, including their address & phone number. Any forms submitted without appropriate billing information will be returned.

 PRINCIPAL/ADMINISTRATOR/
 Trip Approved By

 ADMINISTRATIVE BUDGET APPROVAL
 SIGNATURE

 TRANSPORTATION OPERATIONS MANAGER

TRANSPORTATION GUIDELINES FOR ATHLETIC/FIELD TRIPS

Goal: To ensure that school site requests for transportation needs are met at the most effective cost, while adhering to the district's contract.

1. All requests for buses and rental vehicles for athletic trips and field trips must be submitted to Transportation Services on the **Twin Rivers Unified School District's Activities Transportation Services Request Form AT LEAST 10 DAYS PRIOR** to the scheduled departure date and **AT LEAST FIVE (5) DAYS** prior to the SUV or van scheduled departure date. Trip requests received with less than the 10 days school bus and/or five (5) days SUV/van request are subject to denial.
2. Transportation Services will send a confirmation notice to the school site prior to the scheduled event. If the school does not receive a confirmation notice, they should contact Transportation Services. The confirmation notice is the only receipt the school/site will have to ensure that the transportation request has been approved. Confirmation notices will also be sent when a trip is modified or changed.
3. School sites may **NOT** rent vehicles or charter services directly. All rentals and or charters must be made through Transportation Services.
4. All request forms for buses and rental vehicles **must be complete with appropriate budget codes, approved and signed by the Principal/Administrator, or the request will be returned to the site.**
5. Schools are required to provide Transportation Services with a calendar and list of minimum days and scheduled field trips before the start of the school year. Any changes to the schedule of minimum days must be approved by Educational Services. All field trip schedule changes are to be made ten (10) days in advance to Transportation Services. ***A confirmation must be received by the requestor to ensure the change could be accommodated.*** Late or last minute changes may not be accommodated for field trips and minimum days, especially towards the end of the school year in May and June.
6. Transportation Services may evaluate each request and make the determination regarding the bus/vehicle to be provided based on availability of District drivers, CSEA contract requirements, efficiency of scheduling, and cost.
7. School sites and/or outside agencies are responsible for all expenses relating to their transportation request. This includes, but is not limited to, driver hours, mileage, meal reimbursement and bridge tolls.
8. Cancellation of a transportation request for a bus or rental vehicle is required to be submitted to Transportation Services one week in advance on the Twin Rivers Unified School District's Trip Request Cancellation Form. **Failure to notify Transportation Services within this time will result in the site's budget being charged for the cost incurred.** If last minute cancellations are due to severe weather or emergencies and Transportation Services is notified immediately, the site's budget will not be charged.
9. Failure to return a rental vehicle as scheduled which results in additional costs or incurring unnecessary costs (i.e. personal insurance, high fuel costs from rental agency, etc.) will result in the site's budget being charged. **Note:** The rental company is closed on Sundays and anyone returning a vehicle on a Saturday (after hours) will need to call the Rental Company phone number in their packet leaving a message that the vehicle has been returned with the appropriate information.
10. Fuel purchased for a rental vehicle while away on the school event must be commensurate with the miles required to complete the trip and purchased at a reasonable cost. Reimbursement for the fuel purchased must be submitted on the site's Petty Cash Form upon return.
11. **Age requirement for rental vehicle is 25 years of age or older.** Rental vehicles are required to be returned to the Transportation Services, Grand Ave. Yard with a full tank and on the date scheduled. The Transportation Services Fueling Station should be used to fuel rental vehicles whenever possible. Special fuel codes are used to track the fuel used in rental vehicles and billed to the appropriate budget codes. The driver should see Transportation Services shop personnel for assistance or refer to the instructions in their packet given to them when the vehicle is picked up or dropped off.